



South Carolina Department of Health
and Environmental Control

NOTICE

TO: Recycling Mini-Grant Applicants

FROM: Sharon Thompson, Grant Administrator
Office of Solid Waste Reduction and Recycling

RE: FY2007 Recycling Mini-Grant Application Package

The Recycling Mini-Grant is a competitive grant program that allocates grant funds to public school districts, public schools, and private schools within South Carolina. **Funds up to \$1,000 may be requested towards the purchase of recycling/composting containers. An amount of \$250 may be used towards educational supplies** such as reference materials, "Action for a cleaner tomorrow" lesson supplies or Recycling Club supplies.

Priority will be given to public and private schools, and public school districts that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2005).

Schools may request up to \$1,250 each. School Districts may request \$1,250 per school up to a maximum of \$7,500 per District per fiscal year. The grant cycle will run from January 8, 2007 - June 30, 2007.

You may submit your application by e-mail to thompssr@dhec.sc.gov by downloading and completing the information using Microsoft Word or Word Perfect.

You may also submit the application by mail to the following address:

Sharon Thompson
SC DHEC
Office of Solid Waste Reduction and Recycling
2600 Bull St.
Columbia, SC 29201

Grant applications will be accepted no later than Friday, September 8, 2006. Grants will be awarded in January 2007.

Thank you for your interest in the Recycling Mini-Grant Program. If you have any questions or comments about the application or guidelines, please e-mail me at thompssr@dhec.sc.gov or you may call me at (803) 896-4227.

FY2007 RECYCLING MINI-GRANT PROGRAM

The Recycling Mini-Grant is a competitive grant program that allocates grant funds to public school districts, public schools and private schools within South Carolina. Funding for this program is made possible through the South Carolina Office of Solid Waste Reduction and Recycling. These are classified as state funds. Specifically, funds for the Recycling Mini-Grant Program come from the petroleum sub-fund.

It is not the intent of the Recycling Mini-Grant Program to pay recurring expenses. Funds are to be used to encourage the development of hands-on projects that teach the importance of source reduction and recycling.

ELIGIBILITY: Public and private schools, and Public School Districts may apply for grant funding. Priority will be given to those schools that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2005).

TIME FRAME: Grant application will be accepted no later than **Friday, September 8, 2006**. The grant cycle will run from January 8, 2007 – June 30, 2007.

BUDGET: Public and private schools may apply for grant funds up to **\$1,250**. School Districts may request \$1,250 per school up to a maximum of **\$7,500** per District per fiscal year. Payments will be made to the School District.

THE FOLLOWING ITEMS ARE NOT ALLOWABLE UNDER THIS GRANT PROGRAM:

1. Personnel costs
2. Recurring costs, e.g., contractual expenses, leases, etc.
3. Heavy equipment, e.g., tillers, mowers, chipper/shredders, etc.
4. Programs offered for a fee by third parties will not be funded, including but not limited to, professional speakers, assembly programs, tuition expenses, etc.
5. Trash cans

| Funding Type | Uses | Maximum Allowable |
|-----------------------------|--|---|
| Equipment | Recycling Bins - Classroom or outdoor bins used to collect recyclables. Containers must be used for the collection and recycling of materials. Other equipment needs may be purchased to assist in the recycling program. Composting Equipment -. Equipment for composting may be requested including supplies for vermi-composting projects. Applicants may request trees, flowers, seeds, shrubs, etc. but ONLY in conjunction with a composting project and MUST not exceed \$100 of the proposed budget. | \$1,000 Containers |
| Educational Supplies | Reference materials -This may include books, supplies, etc. related to recycling and composting. “Action for a cleaner tomorrow” lesson supplies – This may include supplies to support lessons from “Action for a cleaner tomorrow”. Lessons must be listed in the application and/or budget. Recycling Club supplies – This may include supplies to support recycling related activities of the Club | \$250 towards any combination of materials |
| | | Total Allowable \$1,250 |

GUIDELINES

1. Funds may be used only for recycling containers/equipment, composting supplies, “Action for a cleaner tomorrow” lesson supplies and/or Recycling Club supplies.
2. Only one application per school will be accepted for grant consideration.
3. Grant requests may not exceed \$1,250 per school or \$7,500 for an entire School District per fiscal year.
4. Priority will be given to those schools that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2005).
5. Applicants **MUST** include a **used oil education component** as a part of the overall project for consideration of the grant. **THE COLLECTION OF USED OIL WILL NOT BE ACCEPTED FOR THIS PORTION OF THE GRANT APPLICATION.**
6. Projects **MUST** be created, designed and implemented by teachers, principals, district personnel or students.
7. Applicants must complete previously approved grant project or obtain extension from the Office.
8. Applicants must submit a complete application. The applicant **MUST** answer **ALL** questions and obtain **ALL** of the appropriate signatures on the application. **INCOMPLETE** applications will not be considered for funding.
9. Applicants should provide any descriptive language that may support the project, e.g., brochures demonstrating equipment, pictures, etc.
10. Public Schools must follow their school district procurement policy. Private Schools must follow State procurement policy.
11. This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.

METHOD OF PAYMENT

Payment will be made to the school district or private school upon execution of the signed grant agreement. Payments will be made to address the approved budget as outlined in the grant agreement. Failure to comply with the terms of the grant agreement may result in re-payment of grant funds to the Grantor (DHEC).

REPORTING REQUIREMENTS

A Final Progress and Budget Report will be required at the end of the grant cycle. All grantees must submit copies of invoices, receipts, purchase orders or canceled checks for auditing purposes. The Office of Solid Waste Reduction and Recycling will provide all forms. Additionally, a scrapbook must be submitted detailing the grantee’s grant year. Copies of any items produced as a result of grant funding must be provided to the Office (e.g., brochures, videos, pamphlets, posters, etc.) and may be used by the office for promotional purposes.

FY2007 RECYCLING MINI-GRANT APPLICATION

Provide the following information on attachments, in sequence and numbered for reference:

Total Funds Requested: \$ _____

1. Name of District
 2. Name of District Superintendent
 3. Address of District
 4. Telephone Number of District
 5. Federal Employer I.D. No.
 6. Name of Finance Officer or Grant Administrator
 7. Telephone Number of Finance Officer or Grant Administrator
 8. Name of School
 9. Name of Principal
 10. Telephone Number of School
 11. Name of Contact Person (Person Handling Program on Daily Basis)
 12. Address of Contact Person Work Home
 13. E-Mail Address
 14. Telephone Number of Contact Person Work Home
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15. Please check one or more of the following areas in which you intend to apply for grant funds:

_____ Recycling Collection (Containers/composting bins) Programs (maximum \$1,000)
_____ Recycling Education Programs, Student Activities, Reference Materials (maximum \$250 for one or any combination), "Action for a cleaner tomorrow" lesson supplies, Recycling Club supplies, and/or scrapbook supplies

16. Describe how grant funds will be utilized for areas checked above. This description must include the following information:
- A. An overview and anticipated outcome of the project;
 - B. The current recycling efforts in your school;
 - C. If requesting materials for Recycling Collection Program, please list where the recyclables, e.g. paper, aluminum, cardboard, etc. will be taken and/or who will collect the recyclables;
 - D. A detailed budget (List the items needed for this project and their costs. Costs MUST match project description. The total of the budget page must be included with the amount requested and may not go over the amount allowed for each category); and
 - E. A detailed timeline for the project.
17. Explain the **used oil education component** of the project. Describe How this Program Will Promote Awareness for Proper Disposal of Used Oil. **THIS QUESTION IS MANDATORY AND MUST BE ANSWERED.**

Hint: It is illegal to dispose of used motor oil on the ground, in the garbage or in the water. Thus, it is important to teach students about the benefits of proper disposal of used oil. Past grant projects have included poster contests, essays, brochures, student-made videos about the proper disposal of used oil, and a student designed computer game that included trivia questions about used oil.

I certify that I am familiar with the information pertained in the Recycling Mini-Grant application and proposal budget, and that to the best of my knowledge and belief such information is true, accurate and complete.

Name of School and/or School District

Signature of District Superintendent

Date

Signature of District Finance Officer or District Grant Administrator

Date

Signature of Principal

Date

Signature of Contact Person

Date

If application was submitted by e-mail, please provide the date:_____

*Applications may be mailed or e-mailed to the address below no later than **Friday, September 8, 2006**. If e-mailing the application, then you **must** submit this signature page by mail.*

GRANT COORDINATOR: Sharon Thompson
Grant Administrator

E-MAIL ADDRESS: thompssr@dhec.sc.gov

MAILING ADDRESS: South Carolina Department of Health and Environmental Control
Office of Solid Waste Reduction and Recycling
2600 Bull Street
Columbia, South Carolina 29201

LOCATION: 8911 Farrow Rd.
Columbia, SC 29203

PHONE: (803) 896-4227 or 1-800-768-7348